Michaela Community School
GOVERNING BODY MEETING
Agenda

Date and time:	**Location**:
Monday 18th December 2023, 5.30 – 6.30pm	Meeting to be held remotely via Teams

Attendees:		
Name	Initials	Role
Chidi Amadi	CA	Governor
Sharon Brittan	SB	Governor
Pia Decarlucci	PD	Governor
Mohsin Drabu	MD	Governor
Katharine Birbalsingh	KB	Head Teacher
Katie Ashford	KA	Staff Governor
Iskander Fernandez	IF	Parent Governor
Adeyemi Fasogbon	AF	Parent Governor
Matthew Godfrey	MG	Governor
Rebecca Williams	RW	Governor
Lundi Nyoni	LN	Governor
Daniel Hall	DH	Governor
Stephanie Ting	ST	Governor
Brett Williams Yale	BWY	DHT
Ali Mansfield	AM	Clerk

No.	FGB Items	Led by
1.	**Welcome**	CA
2.	**Declaration of Business Interests** • To confirm that all governors have completed new declarations for this academic year • Governors to declare any conflicts of interest for the current agenda • Governors to declare any gift or hospitality received in their role as a Governor of MCS • To note nil return on Gifts and Hospitality Register for 22/23	AM
3.	**Election of Chair and Vice Chair**	AM
4.	**Appointment of Clerk**	CA

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5.	**Governing Body Membership** • To note Katie Ashford's term of office expired on 08.12.23 and consider reappointment • Confirm named governors: o Safeguarding o SEND o Careers	CA
6.	**Membership and Remit of Finance Governors** Finance Governors to continue in an advisory role with the following responsibilities: o Review annual budget and recommend to FGB for approval o Review monthly management accounts and highlight any concerns o Review Finance Policies and recommend to FGB for approval o Meet annually with the auditors to receive the statutory accounts and recommend to FGB for approval o Prepare SRMSAT for review and approval by FGB	AM
7.	**Minutes of last meeting (13th July 2023)** • To agree the minutes of the last meeting • Matters arising not covered elsewhere on this agenda - none	CA
8.	**Academy Accounts 2022/23** • Finance Governors to report on meeting with auditors, Blick Rothenberg, which took place on 15th December 2023 • To receive and agree auditors' finalised accounts for 2022/23 for submission to the ESFA and Companies House	MD, LN, CA
9.	**Finance** • Report from Finance Manager • Budget position at Month 2 • Trial Balance • Cash Balances • Cash Flow • Pupil numbers • Catering account to 31.08.23 • KPIs • Finance Policy • Gifts & Hospitality Policy • Internal Controls Report Summary 2022-23 • Juniper Scope of Work for Internal Controls review 2023-24	
10.	**Risk Register** • Approve updates to Risk Register	
11.	**Business Continuity Plan** • Approve Business Continuity Plan	

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<table>
<tr><td>12.</td><td>Policies
The following policies have been updated this term and approved by the HT/Chair’s Action:<table><tr><td>Attendance Policy</td><td>H&S Policy</td></tr><tr><td>Behaviour Policy</td><td>Pay Policy</td></tr><tr><td>Charging and Remissions Policy</td><td>Pupil Premium Strategy Statement</td></tr><tr><td>Complaints Policy</td><td>Pupil Premium Spending and Impact</td></tr><tr><td>Data Protection Policy</td><td>SEN Information Report</td></tr><tr><td>Educational visits Policy</td><td>Sex and Relationships Policy</td></tr><tr><td>First Aid Policy</td><td>Supporting Pupils with medical needs Policy</td></tr></table></td><td></td></tr>
<tr><td>13.</td><td>Safeguarding
• Safeguarding report from Katie Ashford
• Confirm all governors to read Part 1 of KCSiE 2023
• Note updated Child Protection & Safeguarding Policy 2023 approved by Chair’s Action</td><td>KA</td></tr>
<tr><td>14.</td><td>HT Report including data presentation</td><td>KB/BWY</td></tr>
<tr><td>15.</td><td>AOB</td><td>CA</td></tr>
<tr><td>16.</td><td>Date of Next meeting</td><td>All</td></tr>
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